

# The Cranleigh And District U3A Health and Safety Policy

## Our policy

The Cranleigh And District U3A (Cranleigh u3a) aims to provide and maintain safe and healthy conditions and environments for all members, including during the meeting of u3a groups, and at events.

## Insurance

Cranleigh u3a is covered by the insurance provided by The Third Age Trust (the Trust). Further details about the insurance cover can be accessed on the u3a website [www.u3a.org.uk/advice](http://www.u3a.org.uk/advice). If any activities are being considered that Cranleigh u3a is unsure are covered, Cranleigh u3a will contact the Trust for further advice. The Trust provides third party liability insurance, but extreme sports and high hazard activities may not be covered. Cranleigh u3a will check before running such an activity.

## Risk assessments

Cranleigh u3a will seek to ensure that the Management Committee, Group Leaders, or those responsible for a meeting, or event, as the case may be, complete a risk assessment(s). These will be used to identify any risks and explore how they could be mitigated. Cranleigh u3a is aware that some venues used for meetings/events may already have their own risk assessment. These should be reviewed.

## Responding to accidents/incidents and dealing with emergencies

In the event of an accident/incident, the Group Leader Coordinator of Cranleigh u3a should be informed as soon as practicable. Where a u3a member is involved in an accident or incident whilst taking part in a u3a event, Cranleigh u3a will ensure that those who witnessed the event and were involved complete an incident report. This must be completed and shared with those who need to have access to it, including the Management Committee, and kept on file by the Secretary. It will also need to be shared with the insurers in the event of an insurance claim.

## Lone volunteering

There may be occasions when u3a members may be carrying out activities for Cranleigh u3a alone; e.g. opening a venue for a meeting, setting up for a meeting etc. Where this occurs, the u3a member should ensure someone else knows where they are and when they should be expected back. The u3a member should also know whom to contact in the event of an accident or incident and ensure they have e.g. their mobile phone with them and avoid activities at height e.g. using a ladder.

## Manual handling

All u3a members should consider manual handling in advance of an activity, to avoid injury to themselves and others. Members should not carry out any manual handling tasks if they are not able to manage them and should ask for help from other u3a members.

## Venues

Where Cranleigh u3a uses external venues which have their own policies and procedures and risk assessments, Cranleigh u3a will seek to ensure these are followed. All Group Leaders will be given a guidance note for each such venue used by their group. This will include making sure all u3a members in attendance are aware of what to do in the event of a fire alarm/evacuation. If Cranleigh u3a is hosting an open day, this will also include ensuring that those who are not u3a members are also informed.

## Policy review

Cranleigh u3a will ensure this policy is kept up to date and reviewed at least annually.

Date adopted: 18 September 2023

Next review date: September 2024